

## STUDENT CAREER EXPERIENCE PROGRAM WORKING AGREEMENT

This agreement is the basis for developing mutual understanding and respective responsibilities between the U.S. Army Corps of Engineers, educational institution and the student in the Student Career Experience Program. The Student Career Experience Program is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. It is consistent with guidance contained in 5 CFR Part 213.

### A. Nature of Work Assignments:

1. This program provides experience that is directly related to the student's educational program and career goals. The work experience will be directly related to her/his academic/career goals.

### B. Schedule of Work Assignments and Class Attendance:

1. Agency, school and the student will agree on a formally-arranged schedule of school and work to ensure that:

- a. Work responsibilities do not interfere with academic performance.
- b. Completion of educational program and completion of the Student Career Experience Program (640 hours work hours) is accomplished in a reasonable and appropriate timeframe.
- c. Students may work full-time (40 hours per week).
- d. Students may work part-time (8-32 hours per week).
- e. Students may work an alternating work/school schedule.

### C. Evaluation Procedure:

1. Performance appraisals are required for students consistent with the Total Army Performance Evaluation System (TAPES).
2. Results will be shared with the school.
3. If a student's performance falls below Fully Successful, she/he may be given the opportunity to improve or will be separated from the program.

### D. Requirements for Continuation and Successful Completion of Program:

1. Student must provide at the beginning of each quarter/semester:
  - a. Acceptable evidence of coursework completed during the previous quarter/semester in order to verify continued enrollment in a field of study related to the assigned work and

continued satisfactory academic standing.

b. Official school registration of course load for the current quarter/semester.

2. This appointment is intended to continue through completion of education and study-related work requirements. Within 120 calendar days after satisfactory completion of educational requirements, students are eligible for non-competitive conversion to a career or career-conditional appointment providing they meet the following requirements:

- a. Completed at least 640 hours of career-related work, before completion of or concurrently with, education requirements.
- b. Meet the qualification standards for the position to which the student is appointed.
- c. Meet U.S. citizenship requirements.
- d. Recommendation by the agency.

3. Every effort will be made to convert you into a permanent position; however, a permanent position cannot be guaranteed. The availability of a position is dependent on workload and resources at the time you complete the program, neither of which can be predicted in advance. If no positions are available in this organization, and with your concurrence, we will recommend you for placement in other agencies, provided all parties agree.

Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.

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(Name & Address of Education Institution)

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( Name, Title, Phone Number of Education Institution Official)

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(Signature of Educational Institution Official)

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(Name & Address of Agency)

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( Name, Title, Phone Number of Agency Official)

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(Signature of Agency Official)

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(Printed Name of Student, Job Title, Series, Grade)

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(Signature of Student)